



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.7.6	Subject: <b>RELEASE AND TRANSFER PROCEDURES</b>
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Section 7: Releases/Placement	Revision Date: August 21, 2002; Jan. 31, 2000
Signature: /s/ Bill Slaughter	Effective Date: April 1, 1998

### I. POLICY:

It is the policy of the Department of Corrections to adhere to legal requirements and procedures that serve the interest of victims' welfare, public safety, and needs of the offender when releasing offenders from custody.

### II. IMPLEMENTATION:

This policy was revised on August 21, 2002.

### III. AUTHORITY

2-15-112, MCA. Duties and Powers of Department Heads

53-1-203, MCA. Powers and Duties of Department of Corrections

53-30-111, MCA. Clothing and Money Furnished on Discharge or Parole

### IV. DEFINITIONS

**Authorizing Authority** means individuals that have authority to authorize a transfer, such as; Records Supervisor, Institutional Probation and Parole Officer, Classification Manager or designee, Warden/Superintendent or designee, or Parole Board.

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## V. PROCEDURES

Due to the differences in Department facilities and programs, each will develop procedures to address the release or transfer of offenders. General release procedures will insure proper documentation, including the following:

- Authentication of release authorization documents by the assigned staff member and verification that there are no outstanding warrants, detainers, or notifications.
- Fax or computer-generated release authorizations will be verified by telephonic contact with a recognized representative of the authorizing agency; no offender will be released on the strength of a fax or computer-authorized message alone.
- Verification that supervising authorities, appropriate victim/statutory notification, and criminal justice officials in the community have been properly notified of the impending release.
- Authentication of the offender's identity by photograph and comparison of physical description.
- Certified copy of the Order received by the facility, prior to the release.

### A. Release Processing:

The following specific steps will be taken for releasing offenders by parole, community corrections, treatment placement, discharge of sentence, conditional release, or other legally constituted authority after completion of any required release arrangements with the releasing authorities:

#### 1. Notification:

The designated staff member will notify the authorizing authority when an offender is to be released. In the case of discharge, discharge balance suspended, or conditional release, the staff member responsible for maintaining offender records will ensure that the release information is entered into PRO-Files (the electronic offender information system). Local policy will identify the person responsible for entering this information.

The authorizing authority or designee will:

- Notify the offender, if that has not already been done.

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- Ensure that the treatment plan is completed and check for applicability of Sex Offender/Violent Registration Act notification requirements.
- Send a memorandum or form to all applicable internal units and outside entities notifying them of the release date of the offender.
- Obtain the proper release forms and instruct the offender on the procedures to follow when being transferred. This may entail a contract and travel permit.

A receipt will be obtained for custody of the offender when released to a detainer or warrant. Any necessary medical and security related information will be provided to the transporting officer in accordance with [Department policy 3.1.12, Escorted Trips](#).

2. Accounts and Gate Money:

The designated staff member will notify the inmate accounts office of the date of release. A check for the balance in the offender's account and, when applicable, gate-money, will be available for the offender upon release. In general, an adult offender is eligible for gate money when discharging or paroling, or for county jail discharges.

3. Medical Clearance:

Medical staff will be notified to perform any necessary medical screening, any remaining medical treatment procedures, or to make necessary referrals for community medical follow-up. A temporary supply of critical prescription medication may be provided on a case-by-case basis in accordance with [Department policy 4.5.22, Continuity of Offender Health Care](#).

4. Physical Release:

Prior to release, transportation arrangements will be made and release authorization forms completed and forwarded to the appropriate staff members. The form will include the following:

- Offender's name
- DOC ID number

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- Current location (housing unit or facility/program)
- Type of release

5. Records:

Files will be forwarded to the Records Office and stored in accordance with Department policy 1.5.8, Offender Records Retention.

6. Personal Property:

When an offender is released from custody, all state property will be collected by the facility/program. Basic dress out clothing will be provided to offenders who were committed without salvageable or suitable clothing. In transfer releases, local policy regarding offender personal property will be followed when transferring offender property.

## **VI. CLOSING:**

Questions concerning this policy should be directed to the facility's Record's Supervisor.